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BUREAU OF LAND MANAGEMENT  
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Information Bulletin No. BC-2000-136

To: All State Directors  
Attn: State Sign Coordinators

From: Director, National Business Center

Subject: Sign Coordination Workshop

There will be a Sign Coordination Workshop at the Bureau Sign Shop located in Rawlins, Wyoming, November 14 and 15, 2000. All state sign coordinators and other individuals who are involved in the planning, design, installation, and maintenance of Bureau signage are encouraged to attend.

The following topics will be discussed:

- Design and content of the new sign web site
- Sign Shop cost-collection procedures
- Use of electronic files to submit your sign requests
- Status of sign manuals
- New procedures in the Sign Shop, including assigning priorities and turnaround times
- Projects in progress
- New innovations from/by the field
- Importance of developing a sign maintenance program
- Impact of fires, weathering, etc., on your FY 2001 sign requirements
- Mandatory use of the sign shop

The workshop will start at 8 a.m., on November 14, 2000, at the Sign Shop and adjourn at 5 p.m. on November, 15, 2000. Transportation to and from Rawlins will be the individual's responsibility. A block of rooms will be reserved at the Cottontree Inn in Rawlins; their phone number is 307-324-2737. Please forward the names of the attendees from your state to Lee Campbell (BC-650C) by October 20, 2000.

Sharing information concerning accomplishments and innovative sign projects can be very helpful to others. If you have something like this to share or have any questions or additional items you would like to add to the agenda, please contact Lee Campbell, Bureau Sign Coordinator, at 303-236-9422

Signed by:  
Ed Dettman  
Acting Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
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1 Attachment  
1 - Draft Agenda (1 p)

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## **SIGN COORDINATION WORKSHOP**

**NOVEMBER 14 & 15, 2000**

Tuesday, November 14, 2000

8:00 a. m. - Welcome by Rawlins Field Office Manager and Sign Shop Manager

8:30 a.m. - Discussion and demonstration of sign web site

9:30 a. m. - Cost collection policy and procedures

11:00 a.m. - Use of Electronic files when submitting work to the sign shop

12:00 p.m. - Lunch

1:00 P.M. - New Sign Shop procedures to include turnaround times and assigning priorities

3:00 p.m. - Status of sign manuals

4:00 p.m. - Mandatory use of the Sign Shop

5:00 p.m. - Adjourn

Wednesday, November 15, 2000

8:00 a.m. - Discussion of projects in progress

10:00 a.m. - Discussion of new innovations from/by the field

12:00 p.m. - Lunch

1:00 p.m. - Developing a sign maintenance program

3:00 p.m. - Impact of fires and nature on your FY 01 sign requirements

5:00 p.m. - Final comments and adjournment